

► ***Sample Letter of Application for a Transmitter***

Date  
[Firm name]  
1234 Main Street  
Norman, OK 73069

Internal Revenue Service  
Attn: Excise Unit – Stop 5701G  
Cincinnati, OH 45999

☐ New  
☐ Revised

To whom it may concern:

This letter is an application to participate in the IRS *Electronic Filing Program* for Forms 720-CF as a transmitter.

The following name(s), telephone number(s) and email(s) of the individual(s) to be issued User-IDs, logon and passwords and may be contacted within [Firm name] regarding our participation in the Forms 720-CF Electronic Filing Program:

Primary Contact:

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Name: (First, MI, Last)	Telephone / FAX Number	email address
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Contact:

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Name: (First, MI, Last)	Telephone / FAX Number	email address
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Transmitter EIN:

The 10-digit **Security Code** (ISA04) for testing is as follows:

The 15-digit **Interchange Sender ID** (ISA06):

**C F**

The 2-15 digit **Application Sender's Code** (GS02) (Left justified with no embedded spaces or blanks):

[**Firm name**] LOA for Transmitter

I understand that, upon acceptance into the electronic filing program, [**Firm name**] will be added to the published list of IRS Approved Transmitters.

I understand and agree to prerequisites for participation in the Forms 720-CF electronic filing program.

I will comply with all electronic filing and security guidelines in the Excise Tax EDI Guide – Publication 4848 Certain Fuels EDI Guide.

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Signature of Transmitter's Authorized Signatory

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Print Name (First, MI, Last)

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Title

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Telephone number

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Email address